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9 April 1954

MEMORANDUM FOR: Chairman, CIA Career Service Board
FROM: Task Force on Promotion
SUBJECT: Final Report
REFERENCE: Your Memorandum Dated 2 April 1954 (attached)

1. Attached is a proposed Regulation on promotion applicable to staff employees and staff agents, which has as its salient features:
 - a. Clear definition of the responsibility of supervisors at all levels and of heads of organizational components to consider and recommend the promotion of persons under their jurisdiction.
 - b. Clear definition of the responsibility of heads of Career Services to make final recommendations for the promotion of persons bearing the Career Designations of those Services.
 - c. Clear definition of the responsibility of the Assistant Director for Personnel to administer the promotion program and to approve necessary exceptions to the control contained therein.
 - d. Establishment of initial zones of consideration for promotion according to an Agency-wide time scale, and provision for review of each person's qualifications for promotion at least once each year after entering the zone of consideration.
 - e. Requirement for the consideration of all similarly qualified and available persons prior to the promotion of any individual.
2. The text forwarded represents the general concensus of the Task Force.

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3. The Task Force recommends the approval of the Regulation and its referral by the Assistant Director for Personnel to the Deputy Director (Administration) for early publication.

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